

APPENDIX J

**NPDES COMPLIANCE INSPECTION REPORT
FORM 3560-3**

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United States Environmental Protection Agency Washington, D.C. 20460																														
 Water Compliance Inspection Report																														
Section A: National Data System Coding (i.e., PCS)																														
Transaction Code		NPDES										yr/mo/day		Inspection Type		Inspector		Fac Type												
1	<input type="checkbox"/>	2	<input type="checkbox"/>	5	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	12	<input type="checkbox"/>	<input type="checkbox"/>	17	18	<input type="checkbox"/>	19	<input type="checkbox"/>	20	<input type="checkbox"/>							
Remarks																														
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66							
Inspection Work Days		Facility Self-Monitoring Evaluation Rating										B1		QA		Reserved														
67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69	70	<input type="checkbox"/>	71	<input type="checkbox"/>	72	<input type="checkbox"/>	73	<input type="checkbox"/>	74	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80
Section B: Facility Data																														
Name and Location of Facility Inspected <i>(For industrial users discharging to POTW, also include POTW name and NPDES permit number)</i>														Entry Time/Date			Permit Effective Date													
														Exit Time/Date			Permit Expiration Date													
Name(s) of On-Site Representative(s)/Title(s)/Phone and Fax Number(s)														Other Facility Data																
Name, Address of Responsible Official/Title/Phone and Fax Number																														
														Contacted G Yes G No																
Section C: Areas Evaluated During Inspection <i>(Check only those areas evaluated)</i>																														
<input type="checkbox"/>	Permit	<input type="checkbox"/>	Self-Monitoring Program	<input type="checkbox"/>	Pretreatment	<input type="checkbox"/>	Pollution Prevention																							
<input type="checkbox"/>	Records/Reports	<input type="checkbox"/>	Compliance Schedules	<input type="checkbox"/>	Storm Water	<input type="checkbox"/>	Multimedia																							
<input type="checkbox"/>	Facility Site Review	<input type="checkbox"/>	Laboratory	<input type="checkbox"/>	Combined Sewer Overflow	<input type="checkbox"/>	Other:																							
<input type="checkbox"/>	Effluent/Receiving Waters	<input type="checkbox"/>	Operations & Maintenance	<input type="checkbox"/>	Sanitary Sewer Overflow	<input type="checkbox"/>	Other:																							
<input type="checkbox"/>	Flow Measurement	<input type="checkbox"/>	Sludge Handling/Disposal	<input type="checkbox"/>	CAFO	<input type="checkbox"/>	Other:																							
Section D: Summary of Findings/Comments <i>(Attach additional sheets of narrative and checklists as necessary)</i>																														
Name(s) and Signature(s) of Inspector(s)										Agency/Office/Phone and Fax Numbers					Date															
Signature of Management Q A Reviewer										Agency/Office/Phone and Fax Numbers					Date															

EPA Form 3560-3 (Rev 9-94) Previous editions are obsolete.

INSTRUCTIONS

Section A: National Data System Coding (i.e., PCS)

Column 1: Transaction Code: Use N, C, or D for New, Change, or Delete. All inspections will be *new* unless there is an error in the data entered.

Columns 3-11: NPDES Permit No. Enter the facility's NPDES permit number. *(Use the Remarks columns to record the State permit number, if necessary.)*

Columns 12-17: Inspection Date. Insert the date entry was made into the facility. Use the year/month/day format (e.g., 94/06/30 = June 30, 1994).

Column 18: Inspection Type. Use one of the codes listed below to describe the type of inspection:

A	Performance Audit	M	Multimedia	2	IU Sampling Inspection
B	Compliance Biomonitoring	O	Compliance Evaluation (oversight)	3	IU Non-Sampling Inspection
C	Compliance Evaluation (non-sampling)	P	Pretreatment Compliance Inspection	4	IU Toxics Inspection
D	Diagnostic	R	Reconnaissance	5	IU Sampling Inspection with Pretreatment
E	Corps of Engineers Inspection	S	Compliance Sampling	6	IU Non-Sampling Inspection with Pretreatment
F	Pretreatment Follow-up	U	IU Inspection with Pretreatment Audit	7	IU Toxics with Pretreatment
G	Pretreatment Audit	X	Toxics Inspection		
I	Industrial User (IU) Inspection	Z	Sludge		
L	Enforcement Case Support				

Column 19: Inspector Code. Use one of the codes listed below to describe the *lead agency* in the inspection.

C — Contractor or Other Inspectors <i>(Specify in Remarks columns)</i>	N — NEIC Inspectors
E — Corps of Engineers	R — EPA Regional Inspector
J — Joint EPA/State Inspectors—EPA Lead	S — State Inspector
	T — Joint State/EPA Inspectors—State lead

Column 20: Facility Type. Use one of the codes below to describe the facility.

- 1 — Municipal. Publicly Owned Treatment Works (POTWs) with 1987 Standard Industrial Code (SIC) 4952.
- 2 — Industrial. Other than municipal, agricultural, and Federal facilities.
- 3 — Agricultural. Facilities classified with 1987 SIC 0111 to 0971.
- 4 — Federal. Facilities identified as Federal by the EPA Regional Office.
- 5 — Oil & Gas. Facilities classified with 1987 SIC 1311 to 1389.

Columns 21-66: Remarks. These columns are reserved for remarks at the discretion of the Region.

Columns 67-69: Inspection Work Days. Estimate the total work effort (to the nearest 0.1 work day), up to 99.9 days, that were used to complete the inspection and submit a QA reviewed report of findings. This estimate includes the accumulative effort of all participating inspectors; any effort for laboratory analyses, testing, and remote sensing; and the billed payroll time for travel and pre and post inspection preparation. This estimate does not require detailed documentation.

Column 70: Facility Evaluation Rating. Use information gathered during the inspection (regardless of inspection type) to evaluate the quality of the facility self-monitoring program. Grade the program using a scale of 1 to 5 with a score of 5 being used for very reliable self-monitoring programs, 3 being satisfactory, and 1 being used for very unreliable programs.

Column 71: Biomonitoring Information. Enter D for static testing. Enter F for flow through testing. Enter N for no biomonitoring.

Column 72: Quality Assurance Data Inspection. Enter Q if the inspection was conducted as followup on quality assurance sample results. Enter N otherwise.

Columns 73-80: These columns are reserved for regionally defined information.

Section B: Facility Data

This section is self-explanatory except for "Other Facility Data," which may include new information not in the permit or PCS (e.g., new outfalls, names of receiving waters, new ownership, and other updates to the record).

Section C: Areas Evaluated During Inspection

Check only those areas evaluated by marking the appropriate box. Use Section D and additional sheets as necessary. Support the findings, as necessary, in a brief narrative report. Use the headings given on the report form (e.g., Permit, Records/Reports) when discussing the areas evaluated during the inspection. The heading marked "Multimedia" may indicate medias such as CAA, RCRA, and TSCA. The heading marked "Other" may indicate activities such as SPCC, BMPs, and concerns that are not covered elsewhere.

Section D: Summary of Findings/Comments

Briefly summarize the inspection findings. This summary should abstract the pertinent inspection findings, not replace the narrative report. Reference a list of attachments, such as completed checklists taken from the NPDES Compliance Inspection Manuals and pretreatment guidance documents, including effluent data when sampling has been done. Use extra sheets as necessary.

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